

ADVENT United Methodist Church
Christian Life Center
Kitchen Use/Clean Up Check Sheet
(Adopted by Advent Trustees 11/27/2007)

1. Turn off all appliances.
2. Wash, dry and return all dishes, pots, pans and utensils to their specified place which are labeled.
3. Drain dishwasher.
2. Wipe the front of all appliances clean.
3. Leave no items on counter tops.
4. Clean counter tops with antibacterial cleaner and wipe dry.
5. Clean any spills and sweep kitchen floor.
6. Empty garbage cans and replace with new trash liners.
7. Remove all left over food or drink from the premises.
8. Take home and promptly wash all table linens and dish towels. These must be returned to CLC within 48 hours.
9. Turn off all lights and lock all doors.
10. Return CLC key to church office if a key was checked out.
11. Expeditiously report any unacceptable conditions, breakage, or missing items to the church office.
12. Date, sign and return this kitchen use log sheet to the church office within 24 hours.

Signature of responsible party

Date

